| 1. Incident Name: Hurricane Harvey | | | ricane Harvey | Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page. | | | | | Resource Request Message ICS Form 213RR-EPA | | | |
|--|---|--|--|--|--|---------------------------|-----------------------------------|--|---|-----------------|--|--|
| | 2. Date | /Time Prep | pared 09/03/2017 08:48 | A. Logistics Resource Request Number (assigned by Logistics Section): | | | | | (Pre-printed # here) | | | |
| | 3. ORDER 3a. Funding Sour Note: One 213RR per funding source TDD | | | rrce (if known): □FEMA MA#XX □CERCLA □OPA □Other 3b. TO # or | | | | | | | | |
| Requester | 3c. Qty | 3d. Unit | 3e. Detailed description of resource requ personnel, services) and, if applicable, s purpose/use, diagrams, and other inform is TACTICAL) | aple attachments for | 3f. Requested Re | porting Date/ Time: | 3g. (RESL) Tactical? Y/N | | 3h. LSC/FSC | 3i. PC PO | | |
| | | | | | Corpus Command | 09/03/ 17 17:00 | | Vendor of Agency Vendor of PO in ETA | y: or #: A: | | | |
| | 1 | | (1) 24' work boat w/operator/truck | | Corpus Command | 09/03/ 2017 17:00 | | Vendor of Agency Vendor of PO in ETA | y: or #: A: | | | |
| | 2 | | ERRS ER team (2 techs) | | Corpus command | 09/03/ 2017 17:00 | | Vendor of Agenc Vendor of POi ETA Cos | y: or #: A: | | | |
| | 4. Suggested source(s) of supply if known also Point-of-Contact phone number suitable substitutes, if known: | | | Contact phone number and | | | | | | | | |
| | Docum | nentation p | urposes only. Request will be supplied | by ERRS Contractor | 5b. Contact Method/Number(s): | | | | | | | |
| | _xx(| CHECK IF | THIS REQUEST WAS PLACED WITH ST. | ART/ERRS | 6. Section Chief/Command Staff Approval: OSC BRESCIA, 09-02-17 Date/Time: | | | | | | | |
| | 7. LSC Notes: | | | | | | | | | | | |
| ics | 8. Logistics Section Signature: Date/Time: | | | | | | | | | | | |
| Logistics | 9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Was property available from excess? (Check EMP Equipment, IFMS and/or GSA) Yes, reassign resources to incident. No, then submit ICS Form 213 RR-EPA to EOC or FSC for processing. | | | | | | | | | | | |
| 10. Order placed by (check box): □ SPUL □ PROC □ OTHERDATE | | | | | | ATE ORDE | TE ORDER WAS PLACEDDATE RECEIVED | | | | | |
| Finance | 11. Rep | 11. Reply/Comments from Finance: | | | | | | | | | | |
| Fins | 12. Fin | ance Secti | on Signature: | | | Date | e/Time: | | | | | |
| guir | 13. RE | SL - Note | availability of each resource request: | | | | | | | | | |
| Planning | 14. RE | 4. RESL Review/Signature: Date/Time: | | | | | | | | | | |
| Full | instruction | structions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command | | | | | | | nmand | | | |

Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (*Revised 6/2009*)

Copy 1, White, Documentation Unit copy

| 1. Ir | ncident N | ame: | | Purpose: ICS Form 213RR-EPA is tactical resources (supplies, equip | | Resource Request Message ICS Form 213RR-EPA | | | | | |
|---|---|--|---|---|---|---|-------------|--------------------------------|----------------------|-----------------|--|
| | 2. Date/Time Prepared | | | A. Logistics Resource Request Number (assigned by Logistics Section): (Pr | | | | | (Pre-printed # here) | | |
| | 3. ORDER Note: One 213RR per funding source 3a. Funding Sou | | | ce (if known): □FEMA MA# □CERCLA □OPA □Other | | | | | 3b. TO # or TDD | | |
| Requester | 3c. Qty | 3d. Unit | 3e. Detailed description of resource requipersonnel, services) and, if applicable, st purpose/use, diagrams, and other information resource is tactical). | aple attachments for | 3f. Requested Reporting Date/ Location: Time: 3g. (RESL) Tactical? Y/N | | | | 3h. LSC/FSC | 3i. PC PO | |
| | | | | | | | | Vendor o Agency Vendor o | · | | |
| | | | | | | | | PO # | ŧ | | |
| | | | | | | | | Cost Vendor o | : | | |
| | | | | | | | | Agency Vendor o | r. | | |
| | | | | | | | | PO# | ŧ | | |
| | | | | | | | | Cost Vendor o | | | |
| | | | | | | | | Agency Vendor o | : | | |
| | | | | | | | | PO# ETA | | | |
| | 4. Suga | ested sou | rce(s) of supply if known also Point-of-0 | Contact phone number and | 5. Requester 5a. F | Requester F | Position ar | Cost | | | |
| | | | es, if known : | | 3 () | | | | | | |
| | | | | | 5b. Contact Method/Number(s): 6. Section Chief/Command Staff Approval: | | | val: | Date/Time: | | |
| | | | | | | | | | | | |
| | 7. LSC | Notes: | | | | | | | | | |
| tics | 8. Logistics Section Signature: Date/Time: | | | | | | | | | | |
| Logistics | | · | w Management Officer or Property Accounts Able from excess? (Check FMP equipment) | | nature: Date/Time: s, reassign resources to incident. □ No, than submit ICS Form 213 RR-EPA to EOC or FSC for | | | | | | |
| was property available from excess? (Check EMP equipment, IFMS and/or GSA) ☐ Yes, reassign resources to incident. ☐ No, than su processing. 10. Order placed by (check box): ☐ SPUL ☐ PROC ☐ OTHER | | | | | | | | | | | |
| ě | | | ents from Finance: | - 1100 L OHILK | | | | | | | |
| Finance | 12. Finance Section Signature: Date/Time: | | | | | | | | | | |
| | | 13. RESL - Note availability of each resource request: | | | | | | | | | |
| Planning | | | , | | | | _ | | | | |
| | 14. RES | 14. RESL Review/Signature: Date/Time: | | | | | | | | | |

Copy 2, Goldenrod, Resource Unit copy 1. Incident Name: **Resource Request Message** Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and nontactical resources (supplies, equipment, personnel and services). Instructions on back page. **ICS Form 213RR-EPA** 2. Date/Time Prepared A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here) 3. ORDER 3a. Funding Source (if known): □FEMA MA#_ □CERCLA □OPA □Other 3b. TO # or TDD Note: One 213RR per funding source 3f. Requested Reporting 3e. Detailed description of resource requested (supplies, equipment, 3g. 3i. 3c. personnel, services) and, if applicable, staple attachments for 3d. Date/ (RESL) PC 3h. LSC/FSC Qty purpose/use, diagrams, and other information. (OPS indicate if Unit Tactical? Location: Time: PO Y/N resource is tactical). Vendor or Agency: Vendor or PO #: ETA: Cost: Vendor or Requester Agency: Vendor or PO #: ETA: Cost: Vendor or Agency: Vendor or PO#: ETA: Cost: 4. Suggested source(s) of supply if known also Point-of-Contact phone number and 5. Requester 5a. Requester Position and Signature: (Print Name) suitable substitutes, if known: 5b. Contact Method/Number(s): 6. Section Chief/Command Staff Approval: Date/Time: 7. LSC Notes: 8. Logistics Section Signature: Date/Time: 9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Date/Time: Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Uses, reassign resources to incident. Uses, reassign resources to incident. processing. 10. Order placed by (check box): □ SPUL □ PROC □ OTHER 11. Reply/Comments from Finance: 12. Finance Section Signature: Date/Time: 13. RESL - Note availability of each resource request: 14. RESL Review/Signature: Date/Time:

Copy 3, Blue, Finance Section copy 1. Incident Name: **Resource Request Message** Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and nontactical resources (supplies, equipment, personnel and services). Instructions on back page. **ICS Form 213RR-EPA** 2. Date/Time Prepared A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here) 3. ORDER 3a. Funding Source (if known): □FEMA MA#_ □CERCLA □OPA □Other 3b. TO # or TDD Note: One 213RR per funding source 3f. Requested Reporting 3e. Detailed description of resource requested (supplies, equipment, 3g. 3i. 3c. personnel, services) and, if applicable, staple attachments for 3d. Date/ (RESL) PC 3h. LSC/FSC Qty purpose/use, diagrams, and other information. (OPS indicate if Unit Tactical? Location: Time: PO Y/N resource is tactical). Vendor or Agency: Vendor or PO #: ETA: Cost: Vendor or Requester Agency: Vendor or PO #: ETA: Cost: Vendor or Agency: Vendor or PO#: ETA: Cost: 4. Suggested source(s) of supply if known also Point-of-Contact phone number and 5. Requester 5a. Requester Position and Signature: (Print Name) suitable substitutes, if known: 5b. Contact Method/Number(s): 6. Section Chief/Command Staff Approval: Date/Time: 7. LSC Notes: 8. Logistics Section Signature: Date/Time: 9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Date/Time: Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Uses, reassign resources to incident. Uses, reassign resources to incident. processing. 10. Order placed by (check box): □ SPUL □ PROC □ OTHER 11. Reply/Comments from Finance: 12. Finance Section Signature: Date/Time: 13. RESL - Note availability of each resource request: 14. RESL Review/Signature: Date/Time:

Copy 4, Yellow, Finance Section/Procurement Unit copy 1. Incident Name: **Resource Request Message** Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and nontactical resources (supplies, equipment, personnel and services). Instructions on back page. **ICS Form 213RR-EPA** 2. Date/Time Prepared A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here) 3. ORDER 3a. Funding Source (if known): □FEMA MA#_ □CERCLA □OPA □Other 3b. TO # or TDD Note: One 213RR per funding source 3f. Requested Reporting 3e. Detailed description of resource requested (supplies, equipment, 3g. 3i. personnel, services) and, if applicable, staple attachments for Date/ 3c. 3d. (RESL) PC 3h. LSC/FSC purpose/use, diagrams, and other information. (OPS indicate if Qty Unit Tactical? Location: Time: PO Y/N resource is tactical). Vendor or Agency: Vendor or PO #: ETA: Cost: Vendor or Requester Agency: Vendor or PO #: ETA: Cost: Vendor or Agency: Vendor or PO#: ETA: Cost: 4. Suggested source(s) of supply if known also Point-of-Contact phone number and 5. Requester 5a. Requester Position and Signature: (Print Name) suitable substitutes, if known: 5b. Contact Method/Number(s): 6. Section Chief/Command Staff Approval: Date/Time: 7. LSC Notes: 8. Logistics Section Signature: Date/Time: 9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Date/Time: Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Uses, reassign resources to incident. Uses, reassign resources to incident. processing. 10. Order placed by (check box): □ SPUL □ PROC □ OTHER 11. Reply/Comments from Finance: 12. Finance Section Signature: Date/Time: 13. RESL - Note availability of each resource request: 14. RESL Review/Signature: Date/Time:

Copy 5, Pink, Logistics Section/Supply Unit copy 1. Incident Name: **Resource Request Message** Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and nontactical resources (supplies, equipment, personnel and services). Instructions on back page. **ICS Form 213RR-EPA** 2. Date/Time Prepared A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here) 3. ORDER 3a. Funding Source (if known): □FEMA MA#_ □CERCLA □OPA □Other 3b. TO # or TDD Note: One 213RR per funding source 3f. Requested Reporting 3e. Detailed description of resource requested (supplies, equipment, 3g. 3i. 3c. personnel, services) and, if applicable, staple attachments for Date/ 3d. (RESL) PC 3h. LSC/FSC Qty purpose/use, diagrams, and other information. (OPS indicate if Unit Tactical? Location: Time: PO Y/N resource is tactical). Vendor or Agency: Vendor or PO #: ETA: Cost: Vendor or Requester Agency: Vendor or PO #: ETA: Cost: Vendor or Agency: Vendor or PO#: ETA: Cost: 4. Suggested source(s) of supply if known also Point-of-Contact phone number and 5. Requester 5a. Requester Position and Signature: (Print Name) suitable substitutes, if known: 5b. Contact Method/Number(s): 6. Section Chief/Command Staff Approval: Date/Time: 7. LSC Notes: 8. Logistics Section Signature: Date/Time: 9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Date/Time: Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Uses, reassign resources to incident. Uses, reassign resources to incident. processing. 10. Order placed by (check box): □ SPUL □ PROC □ OTHER 11. Reply/Comments from Finance: 12. Finance Section Signature: Date/Time: 13. RESL - Note availability of each resource request: 14. RESL Review/Signature: Date/Time:

INSTRUCTIONS FOR REQUESTER AND GENERAL ROUTING OF THE ICS FORM 213RR-EPA

ICS FORM 213RR-EPA INSTRUCTIONS FOR REQUESTER — Complete all white blocks. Use ink pens only and press hard while writing legibly to transfer text through six copies.

- 1. Incident Name
- 2. Date/Time Prepared (Military Time)
- Order: (Note: Only one ICS Form 213RR-EPA per funding source)
 - a. Check Appropriate box for Funding Source, if known (confer with FSC if unclear).
 - ☐ FEMA also note Mission Assignment number (MA#), if applicable
 - CERCLA
 - □ OPA
 - □ Other
 - b. Task Order (TO) # or Technical Direction Document (TDD) #; if known
 - c. Quantity
 - d. Unit (each, gross, pallet, box, gallons, team, pair, feet, etc.)
 - e. Detailed Description (be specific add attachments as necessary)
 - f. Requested Reporting Location for delivery including Date/Time
- Suggested Source Completed by Requester if known, if not. LSC/FSC/EOC will determine
- 5. Requester Validation
 - a. Position, Signature (please print legibly)
 - b. Contact Number(s) or instructions to update Requester

ICS FORM 213RR-EPA ROUTING INFORMATION

- Requester submits ICS Form 213RR-EPA to Logistics Requester keeps GREEN copy
- 2. Logistics receives ICS Form 213RR-EPA from Requester LSC keeps PINK copy
- 3. LSC (SPUL) goes to RESL and OPS to determine if resource is either Tactical or Non-Tactical

TACTICAL

Defined as items required specifically for OPS. Applies to Equipment, Supplies, Services and Personnel Reassignments.

RESL determines if resource is on-site and available.

Yes: RESL reassigns resource, keeps GOLDENROD and returns remaining copies to LSC for further distribution No: RESL returns forms to LSC (SPUL) for ordering

When ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on ICS Form 213RR-EPA and distributes copies as needed

NON-TACTICAL

Defined as items indirectly supporting the incident. Applies to Equipment, Supplies, Services and Personnel Reassignments

LSC determines if resource is on-site and available.

Yes: LSC reassigns resource, keeps WHITE copy and distributes copies as needed

No: LSC orders equipment; LSC/SPUL distributes copies as needed

When ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on ICS Form 213RR-EPA and distributes copies as needed

| Сору | Color | Who | Purpose |
|------------|-----------|----------------------------|---|
| 6 (Bottom) | Green | Requester | Copy to show the request was submitted |
| 5 | Pink | LSC/SPUL | LSC/SPUL keeps copy for all 213RRs submitted |
| 4 | Yellow | FSC/PROC | When order is placed through FSC |
| 3 | Blue | FSC | Completion of order when received |
| 2 | Goldenrod | RESL | If tactical order is placed |
| 1 (Top) | White | LSC/ Documentation Unit | LSC/SPUL keep at completion of order – given to Documentation Unit for record keeping |

ICS FORM 213RR-EPA Initial Need **ROUTING FLOWCHART** Request Received Requester submits ICS • LSC reassigns resource to Non-tactical LSC receives request and Form 213RR-EPA to requester. LSC determines if resources verifies with RESL/OPS if resources LSC. are on-site or need to LSC keeps WHITE copy. needed are tactical or non-tactical be ordered. Requester keeps LSC keeps PINK copy. ■ Remaining copies of ICS Form GREEN copy. 213RR-EPA are filed as "complete". Tactical LSC submits ICS Form 213RR-EPA RESL determines if resources to FSC to initiate ordering process. are on-site or need to be ordered. • Once the order is placed, FSC-PROC keeps YELLOW copy. If tactical, FSC-PROC gives the GOLDENROD copy to RESL. ■ Remaining copies of ICS Form On-site 213RR-EPA are given to LSC to • If the resource requested is further distribute as necessary. available, RESL reassigns resource and keeps GOLDENROD copy. Received Remaining copies of ICS Form 213RR are given to LSC to • Once the resource is received, further distribute as necessary LSC keeps WHITE copy and or file as "complete". gives FSC BLUE copy.